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Minutes

Council on Graduate Studies

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2000

October 31, 2000

Council on Graduate Studies

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### Recommended Citation

Council on Graduate Studies, "October 31, 2000" (2000). *Minutes*. 159.  
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## MINUTES OF THE COUNCIL ON GRADUATE STUDIES

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October 31, 2000

NOV - 8 2000

The Council on Graduate Studies met at 2:00 p.m. on Tuesday, October 31, 2000, in 109 Old Main.

Members present: Dr. Augustine, Mr. Goldacker, Dr. Havey, Dr. Key, Mr. Marshall, Dr. Raybin, Dr. Roberts, and Dr. Simpson.  
Member Absent: Dr. Emmett, Dr. Liu, and Dr. Reven.  
Staff present: Ms. Herrington-Perry and Mrs. Kathy Chancellor, Academic Affairs.  
Guests present: Dr. Burns, Dr. Fischer, and Dr. Rohn.

### I. Minutes.

The Minutes of October 17, 2000 were approved as written.

The Council decided to change the order of the Agenda to accommodate the guests.

### II. Policy Clarification: Semester hours of course credits/minutes of instruction, 00-45.

Discussion centered on ensuring that course credits and descriptions accurately reflect the work required of students. The motion passed unanimously.

This action approves the following to become effective immediately:

The unit of credit measure is the semester hour. One semester hour approximates the effort expended in 50 minutes of class work and 100 minutes of study during each week of the semester. One semester hour also approximates the effort expended in at least 50 minute laboratory or other scheduled class activity per week (for example; art studio). Laboratories or other scheduled class activity often require more scheduled instruction and fewer minutes of study outside of the time scheduled; therefore, laboratories or other scheduled class activities may be scheduled for more instructional minutes for one semester hour of credit depending on the discipline and nature of the laboratory. Any exception to these policies requires approval of the Council on Graduate Studies; exceptions will appear in the course descriptions approved through the established curricular process.

### III. New Course, EDA 6600, Organizational Development in Educational Administration, 00-30.

Dr. Rohn presented the course proposal and answered questions of the Council. Discussion centered on meeting times and course credit. The motion passed unanimously, pending receipt of revisions.

This action approves the following to become effective spring 2001:

**EDA 6600, Organizational Development in Educational Administration. (3-1-4) F, S, Su. Org Dev Ed Ad. This course stresses educational leaders' competencies in possessing the knowledge, skills, and abilities to maximize their human potential and effectiveness.**

### IV. New Course, EDA 6800, Current Issues in Educational Administration, 00-31.

Dr. Rohn presented the course proposal and answered questions of the Council. The motion passed unanimously, pending receipt of revisions.

This action approves the following to become effective Spring 2001:

**EDA 6800, Current Issues in Educational Administration. (3-1-4) F, S, Su. Cur Issue Ed Ad. This course focuses on developing knowledge, skills, and abilities for school leaders in the context of providing leadership for common and on-going issue and policy areas.**

### V. New Course, FCS 5154, Medical Nutrition Therapy, 00-32.

Dr. Burns presented the course proposal and answered questions of the Council. The motion passed unanimously.

This action approves the following to become effective Spring 2001:

**FCS 5154, Medical Nutrition Therapy. (3-0-3) S. Med Nutr Therapy. The role of nutrition in the prevention and treatment of various disease states, including advanced applications of medical nutrition therapy and specific nutrition intervention techniques. Prerequisites: FCS 4750 and FCS 4751 or verification statement from an approved/accredited Didactic Program in Dietetics.**

VI. Revised Course, FCS 4750, Advanced Human Nutrition, 00-34.

Dr. Burns presented the course proposal and answered questions of the Council. With minor revision to the proposal, the motion passed unanimously.

This action approves the following to become effective Spring 2001:

**FCS 4750, Advanced Human Nutrition. (3-0-3) S. Adv Nutrition. Emphasis on biochemical functions of nutrients in the study of human nutrition. Prerequisites: CHM 1310G, 1315G, 1410, 1415, 2430, 2435, and 3450; FCS 2100 and 3755; and BIO 2001G; or permission of the instructor.**

VII. Revised Course, FCS 4751, Nutrition Therapy, 00-35.

Dr. Burns presented the course proposal and answered questions of the Council. The motion passed unanimously.

This action approves the following to become effective Spring 2001:

**FCS 4751, Nutrition Therapy. (4-0-4) F. Nutr Therapy. Application of the science of nutrition to the maintenance of optimum health and the role of nutrition in the prevention and treatment of disease. Prerequisites: CHM 2430/2435, FCS 2100, FCS 3151, FCS 3755, or permission of the instructor.**

VIII. Revised Course, FCS 4940, Foods Systems Management, 00-36.

Dr. Burns presented the course proposal and answered questions of the Council. The motion passed unanimously.

This action approves the following to become effective Spring 2001:

**FCS 4940, Food Systems Management. (3-0-3) F, S. Food Systems. Organization and administration of food service systems, human resource management, cost control, food purchasing, facility and equipment planning. Prerequisites – BUS 2101, BUS 3010, FCS 1120, FCS 1121, FCS 2100, FCS 2140, or permission of the instructor.**

IX. New Course, BIO 5208, Population Ecology, 00-41.

Dr. Fischer presented the course proposal and answered questions of the Council. The motion passed unanimously.

This action approves the following to become effective Spring 2002:

**BIO 5208, Population Ecology. (3-0-3) F or S. Pop. Ecology. The course covers the structure and dynamics of populations with an emphasis on understanding how reproduction, mortality and dispersal interact to control fluctuations in population size and structure. Special emphasis will be placed on the use of models to address specific applications in conservation biology and natural resource management. Prerequisite: BIO 3800.**

X. Policy Changes for Graduate Assistantships, 00-37.

Dean Augustine presented the policy changes and answered questions of the Council. The motion passed unanimously.

This action approves attachment A to become effective Summer 2001.

XI. Policy Update: Graduate Internships, 00-38.

Dean Augustine presented the policy update and answered questions of the Council. The motion passed unanimously.

This action approves attachment B to become effective Summer 2001.

XII. Update: Graduate Independent Study, 00-39.

Dean Augustine presented the update and answered questions of the Council. The motion passed unanimously.

This action approves attachment C to become effective Summer 2001.

XIII. Grading Policy change related to GA audit findings, 00-40.

Dean Augustine presented the grading policy and answered questions of the Council. The motion passed unanimously.

This action approves attachment D to become effective Summer 2001.

XIV. Communications.

1. 10-5-00 Minutes from the Council on Academic Affairs (CAA).
2. 10-12-00 Minutes from the Council on Academic Affairs(CAA)
3. 10-10-00 Minutes from the Committee for the Assessment of Student Learning (CASL).
4. 10-9-00 Minutes from the College of Educational and Professional Studies Curriculum Committee.
5. Memo from Dr. Hohengarten regarding Web-based Course Registration.
6. Memo from Interim Provost Wall regarding graduate student billing.

XV. Committee Reports.

Mr. Marshall reported on the Graduate School Advisory Council. He said that the Council would like it required that the Student Representative who serves on CGS be a representative on the Graduate School Advisory Council.

Dean Augustine reported on the State Goals and Initiatives. He said this is a multi year project and the more improvement a department shows, the more funds the department will receive.

The nominations for the different research awards are in the Dean's office.

XVI. Agenda items 00-46 through 00-52.

Dr. Raybin moved and Mr. Marshall seconded the motion to add the following items to the agenda. Voting will be later.

- 00-46 Revised Course Proposal, CSD 5700, Foundations of Student Affairs in Higher Education.
- 00-47 Revised Course Proposal, CSD 5730, History and Philosophy of Higher Education.
- 00-48 New Course Proposal, CSD 5760, Legal Issues in Student Affairs.
- 00-49 New Course Proposal, CSD 5770, The Community College.
- 00-50 New Course Proposal, CSD 5780, College Teaching.
- 00-51 New Course Proposal, CSD 5790, Technology in Student Affairs.
- 00-52 Revised Course Proposal, CSD 5880, Internship in Student Affairs.

The meeting adjourned at 4:20 p.m.

Kathy Chancellor, Recording Secretary.

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**ANNOUNCEMENT OF THE NEXT MEETING***November 7, 2000***Arcola/Tuscola Room****At 1:00 p.m.****Agenda:**

- 00-42 New Certificate Proposal, Certificate in Quality Systems.  
 00-43 New Certificate Proposal, Certificate in Work Performance Improvement.

Attachment A

**Policy Changes for Graduate Assistantships:  
 Eligibility Criteria, Summer Enrollment Criteria, Audit Criteria, Off Campus Course Criteria, and  
 Supplemental Contract Criteria**

**1. Eligibility Criteria**

Several graduate programs at Eastern have indicated that the initial eligibility criteria of an undergraduate cumulative GPA of 3.00 as established by the Council is significantly higher than peer institutions of similar scope and mission. As a result, EIU programs are losing assistantship candidates because the candidates fail to meet the EIU criteria, yet the candidates are entering other programs. A review of selected peer institutions of similar scope and mission revealed the following comparisons.

School	Admission Criteria	Assistantship Criteria	TOEFL
EIU	BS & 2.75 GPA	Degree candidate, Full time, 3.00 Undergrad Cum or last 60 sh 3.00 Graduate GPA	550
ISU	BS & 2.60 GPA	Degree candidate, Full time B average last 60 undergraduate hours or 1000 GRE Combined Verbal & Quantitative	550
NIU	BS & 2.75 GPA	Degree candidate, Full time Good standing: 2.75 Undergraduate GPA, 3.00 Graduate GPA	550
WIU	BS 2.50 CUM OR 2.75/60 HRS	Degree candidate, Full time Earn & Maintain 3.00 Graduate GPA	550
SIUE	BS & 2.50 GPA	Degree candidate, Full time	550
SIUC	BS & 2.70 GPA	Degree candidate, Full Time	550
Indiana State	BS & No Specific GPA	Degree candidate, Full Time 3.00 Undergraduate GPA, or GRE no lower than 1 SD	550
Murray State	BS & 2.75 GPA or BS & 2.50 GPA & 800 GRE	Degree candidate, Full Time 2.50 Undergraduate GPA	500
Iowa State	BS & Graduated in Upper ½ of Class	Degree candidate, Full Time Graduated in Upper ½ of Class	500

On the basis of the comparison table above, CGS approves changing the current policy of requiring a 3.00 undergraduate GPA to 2.75. This change will make the criteria for degree admission the same as the criteria for assistantship eligibility and bring our assistantship eligibility criteria in line with other institutions of similar scope and mission. The 3.00 graduate cumulative GPA to maintain the assistantship will not change.

**2. Summer Enrollment Requirement**

Summer assistantship appointments and graduate students who are eligible for summer tuition waiver scholarships because they have held an assistantship during the previous year are currently required to enroll in 6 semester hours of course work to fulfill the terms of the assistantship appointment or waiver scholarship. A review of institutions of similar scope and mission revealed that EIU's requirement was significantly higher. The norm for summer assistantship appointments or tuition scholarships was 3 semester hours. The Illinois Board of Higher Education does allow each University to establish its own full-time designation for assistants. In addition, many summer assistants and waiver scholarship holders could benefit from

carrying lighter loads while they conduct travel or complete practica or part-time internships that directly support their graduate programs. CGS approves to adopt 3 semester hours as the full-time standard for summer assistantship appointments and summer tuition waiver scholarships to bring our criteria in line with institutions of similar scope and mission.

### 3. Audit Criteria

Questions are frequently raised regarding the application of an assistantship tuition waiver to audited courses. Audited courses are not covered by the tuition waiver benefit, and a statement regarding this policy should be added to the Catalog and Contract Guidelines.

### 4. Off-Campus Courses

Questions are frequently raised regarding the application of an assistantship tuition waiver to off-campus courses. The tuition waiver benefit applies to off-campus courses if the courses are required as indicated on the graduate study plan and if the courses are not part of a tuition cost recovery program as verified by the Office of Off-Campus and Contract Programs. This should be added to the catalog copy.

### 5. Supplemental Contracts

The Council on Graduate Studies approved the use of supplemental contracts for graduate assistants in 1999. The criteria and application guidelines should be added to the catalog copy.

## FINANCIAL ASSISTANCE

### Assistantships

Graduate assistantships are available to qualified graduate students. Application forms are available in the *Graduate Catalog* and in the office of the Graduate School. Completed assistantship applications should be submitted by February 15 to the department of interest. Departments may establish other deadlines. Students interested in assistantships should contact individual departments for specific details.

### Eligibility

To be eligible the applicant must have earned a cumulative undergraduate GPA of ~~3.00~~ **2.75** (4.00 scale) on the graded academic course work from the degree-granting institution and have been fully admitted to a graduate degree program or must have earned a cumulative undergraduate GPA of ~~3.00~~ **2.75** (4.00 scale) on the last 60 semester hours of graded academic course work from the degree-granting institution and have been fully admitted to a graduate degree program. This requirement may not be waived or appealed.

Graduate students who have not earned a ~~3.00~~ **2.75** cumulative undergraduate GPA or ~~3.00~~ **2.75** on the last 60 semester hours of graded undergraduate course work become eligible for assistantships after they complete 9 semester hours of graduate course work (courses numbered 4750 or higher) and earn a graduate GPA of 3.00 or higher. Provisional candidates must complete 12 semester hours with no grade below a "B" to be eligible for candidacy. Candidacy is a requirement for assistantship eligibility.

### Contract Requirements

Fall and spring assistantship appointments require that graduate assistants remain enrolled on campus as degree-seeking students for a minimum of nine semester hours of graduate course work (courses numbered 4750 or above). With prior approval of the Graduate Dean, assistants may substitute undergraduate teacher certification, professional certification or required prerequisite courses for the graduate courses required for compliance with assistantship requirements; however, the student must remain enrolled on campus as a degree-seeking student for a minimum of nine semester hours. Contracts are terminated if students fail to comply with this regulation.

Summer assistantship appointments require that graduate assistants remain enrolled on campus as degree-seeking students for a minimum of ~~six~~ **three** semester hours of graduate course work (courses numbered 4750 or above). With prior approval of the Graduate Dean, assistants may substitute undergraduate teacher certification, professional certification, or required prerequisite courses for the graduate courses required for compliance with assistantship requirements; however, the student must remain enrolled on campus as a degree-seeking student for a minimum of ~~six~~ **three** semester hours. Contracts are terminated if students fail to comply with this regulation.

If at the end of any fall or spring grading period, an assistant has failed to complete nine semester hours of graduate course work or approved prerequisites, or if at the end of a summer term an assistant has failed to complete ~~six~~ **three** semester hours of graduate course work or approved prerequisites, or if the cumulative graduate grade-point average and approved undergraduate prerequisites is below 3.00, the graduate assistant contract will be terminated.

Graduate Assistants must demonstrate professional conduct, be in compliance with the student conduct code, perform assisted

(assistantship) duties to the satisfaction of the supervisor, and meet the standards for degree-seeking students as established by the Graduate School.

Assistantship contracts may vary from three-eighths time to half-time. Assistants on three-eighths time contracts are obligated to provide 14 to 17 clock hours of service per week to the employing unit. Assistants on half-time contracts are obligated to provide up to 19 clock hours of service per week to the employing unit. Assistantship contracts may include teaching, research, or university service. Other contract regulations are specified on the *Graduate Assistant Contract* and *Graduate Assistant Regulations* available in the Graduate School.

### Summer Tuition Waiver Scholarships

Graduate students who have held regular on-campus assistantship contracts for at least four months immediately preceding summer term or who have signed a graduate assistant contract for fall semester may apply for a summer term tuition waiver scholarship. Summer tuition waiver scholarships require that students remain enrolled for at least ~~six~~ **three** semester hours of graduate level course work or approved prerequisites during the summer term. Only one summer tuition waiver per nine-month graduate assistant contract may be claimed. Tuition waiver scholarships are terminated if students fail to comply with this regulation. Tuition waiver scholarships are subject to the availability of funding and are not guaranteed.

### Assistantship Waivers and Stipends

Graduate assistants who are in compliance with enrollment in nine semester hours of graduate course work or approved prerequisites during the fall/spring terms and ~~six~~ **three** semester hours of graduate course work or approved prerequisites during the summer term will receive a full tuition waiver unless specified in the contract. **Audited courses are not covered by the tuition waiver benefit. Tuition waivers will apply to courses offered off-campus if they are required for the degree program as indicated on the graduate study plan and if the courses are not part of a tuition cost recovery program as verified by the Office of Off-Campus and Contract Programs.** Program and service fees are not waived as part of a tuition waiver scholarship. Assistants typically receive a monthly stipend that varies according to the terms specified in the contract. The contract period is the time between the beginning and ending date of the contract. Graduate assistants may not hold any other contracts with the University such as civil service, faculty, or student employment contracts during the assistantship contract period; however, graduate assistants may be approved for a Graduate Assistant Supplemental Contract. The criteria for a Graduate Assistant Supplemental Contract is described below. ~~Graduate assistants may not receive reimbursement for additional employment from funds administered by the University during the contract period.~~

### Graduate Assistant Supplemental Contracts

Graduate assistants may be considered for supplemental non-recurring contracts for work that is related to a specific area of expertise. The combined hours of work required for the assistantship and the supplemental contract must remain at or below an average of 20 clock hours per week and the supplemental duties may not be part of the assistant's regularly assigned assistantship duties. A department/unit offering a supplemental assistantship contract forwards the contract to the assistant's home department/unit for approval. The home department/unit forwards the contract to the Graduate School. The Graduate School will forward the contract to other University Offices. Requests for supplemental contracts must be approved with required signatures prior to performance of the work. Requests for approval and compensation after the work is completed will not be approved. Agents or supervisors are responsible for ensuring completion of paperwork prior to completion of work.

### The Criteria for a Supplemental Assistantship Contract

- **The work is not part of the assistant's assigned duties:** Graduate assistants hold contracts for academic terms or academic years and earn a stipend and tuition waiver in compensation for assigned teaching, research, or university service that directly supports the mission of the University. Supplemental contracts compensate assistants for work that is not part of the assistant's regularly assigned duties. For example, an assistant in the music department may hold an assistantship to provide teaching assistance for several courses in the music department. A supplemental contract may be offered to compensate this assistant to play the piano at a University scheduled event. Providing music in not part of the assistants regularly assigned duties; therefore, a supplemental contract may be offered.
- **The work is related to the assistant's specialized area of expertise:** Frequently, graduate assistants have unique expertise that may be needed by a department/unit for a special project. Unique expertise may be related to computer competencies, competencies in the arts, teaching experience, business knowledge, or other specialized skills related to the assistant's professional training and background. Supplemental contracts may be offered to compensate the assistant for work associated with this expertise.
- **The work is non-recurring:** Supplemental assistant contracts are for work associated with non-recurring demand such as an offer to provide music required at several campus events or an offer to provide several workshops related to teaching the application of software. Supplemental contracts are not approved for general non-specialized weekly duties associated with recurring student employment. Those positions are for students who do not hold assistantships.
- **The combined supplemental contract and regular assistantship hours remain at or below 20 per week:** Assistantship contracts are normally for 15 to 18 clock hours per week. A student who holds an 18 hour per week assistantship and is offered a supplemental contract to provide 2 four-hour workshops during the 15 week Fall term remains in compliance because the 8 hours averaged over the 15 weeks insures that the assistant's weekly average remains below 20 hours per week.

- *The contract is approved prior to completion of the work:* Supplemental contracting and payment are available only with prior approval. Verbal promises for payment without prior approval will not be honored. University staff who make offers but fail to secure prior approval are responsible for any promises of payment. Supplemental contracts are paid only through student payroll.
- *Approval by the Home Department/Unit and the Graduate Dean:* Home departments/units must support any supplemental contracts because an assistant's first responsibility is to the home department/unit. The Graduate Dean will serve as the final authority for determining if the supplemental contract meets the criteria specified for supplemental employment of graduate assistants.



## Policy Update: Graduate Internships

Current Policy: Internships	Proposed Policy/Catalog Copy: Internships
<p>Guidelines adopted November 5, 1991. There is currently no information regarding internships in the Graduate Catalog.</p> <ol style="list-style-type: none"> <li>1. A common course number of 5980</li> <li>2. A clearly written agreement outlining the responsibilities and commitments of the agency internship supervisor, student, EIU faculty internships supervisor, the agency, and Eastern Illinois University. Such an agreement must be signed by the appropriate parties prior to the beginning of the internship. Supervision procedures should be clearly delineated for both the agency and university supervisor.</li> <li>3. A number of contact hours per semester hours credit which exceeds that for undergraduate internships (40 contact hours per 1 semester hour credit). While no ratio is specified, the nature and duration of graduate internships should warrant the graduate credit awarded.</li> <li>4. A clearly specified evaluation of student performance; student self-evaluation, agency internships supervisor evaluation, and EIU faculty internships supervisor evaluation.</li> <li>5. A final written student report of the internship.</li> </ol> <p>It is further recommended that graduate internships not be initiated before the midpoint of the student's program of study. In order to insure compliance with US immigration regulations and procedures, international students should contact the international Student Office prior to the semester in which the internship is to begin.</p>	<p><b><u>Graduate Internships</u></b></p> <p>A graduate internship is a discipline-specific opportunity for a degree candidate to apply graduate knowledge and skills in professional practice at an on- or off-campus site under the supervision of qualified professionals.</p> <p><b><u>Contract Requirements</u></b></p> <p>Graduate students may be placed at internship sites only when the Board of Trustees of Eastern Illinois University and the agency, specified by its legal name, have signed a written agreement. The agreement must be signed by the Office of the Vice President for Business Affairs, the agency representative, and the department representative. An original copy of the agreement must be on file in the Vice President's and agency's offices, with copies of the agreement on file in the sponsoring department. An internship agreement requires following information:</p> <ol style="list-style-type: none"> <li>1. An outline of the responsibilities, commitments, and supervision requirements of both the University and the agency.</li> <li>2. Specification of the intern's duties, expectations, and required range of weekly contact hours, student performance evaluation procedures; completion of a final written student report of the internship.</li> <li>3. Specification of the qualifications of the on-site supervisor and supervisor evaluation procedures.</li> <li>4. Specification of the role of the on-campus liaison, required site visits, and internship site evaluation procedures.</li> <li>4. Time limits of the agreement and procedures for reviewing and up-dating the agreement to insure that the quality and nature of the experience is consistent with program goals, objectives, and standards.</li> </ol> <p><b><u>University Requirements</u></b></p> <p>Graduate internships require appropriate graduate study and preparation prior to internship placement in order to meet the expectations of the on-site agency. Internships are typically planned to be taken after the mid-point of the degree program is completed. A minimum of one week of full-time experience is required for each semester hour of credit. Full-time experience usually requires 6 clock hours each day culminating in about 30 clock hours of experience each week. The Graduate School requires that a minimum of 21 semester hours be completed in courses exclusive of internship and other variable credit experiences as independent study, research, thesis, and special courses and workshops. Departments may restrict the number of semester hours of internship that may count toward the degree program.</p>
	<p>Rationale: The new guidelines up-date current practices, specify the contract requirements for establishing internships, and provide more reasonable guidelines for the clock hour/semester hour ratio.</p>

**Policy Update: Graduate Independent Study**

Current Policy: Graduate Independent Study	Proposed Policy/Catalog Copy: Graduate Independent Study
None stated.	<p><b>Graduate Independent Study</b></p> <p>Graduate independent study is an advanced, individualized study of a topic or topics selected and self-directed by the graduate student under the supervision of a member of the graduate faculty. Graduate independent study is a commitment of the student to a rigorous plan of investigation that adds value and focus in a unique area of interest to a degree program or to a post-baccalaureate area of development. Graduate independent study proposals are typically submitted by students who have completed a significant number of graduate courses and have developed the background needed to pursue a topic independently. Proposals for an independent study, which include a statement of the goals of the project and a description of the intended final product of the project, must be on file in the department and be approved by the faculty advisor and coordinator of graduate studies or department chair prior to registration for the course. Students should consult the Graduate Catalog for departmental requirements for independent study. A maximum of six (6) semester hours may be applied to a degree and a maximum of nine (9) semester hours in a combination of independent study, research, or thesis may be applied to a degree.</p>
	Rationale: This statement provides a definition and expectation for graduate independent study and explains the simple department procedures for arranging the study.

**Grading Policy Change Related to GA Audit Findings**

During the 1999 academic year all tuition waiver programs were audited for compliance with regulations. The auditor reported the following finding:

*"Per the Graduate Assistantships Regulations and the University Catalog, a Summer graduate assistant desiring to retain the assistantship in the Fall term must "complete six semester hours of graduate course work or approved prerequisites..." However, in our testing, we learned that an "Incomplete" grade for Summer research or thesis was acceptable. The standard in use was that the graduate assistants must remain enrolled for at least six semester hours during the Summer term. As currently written, the standard for retention of a graduate assistantship is not reasonable. Summer research or thesis projects are normally not completed and graded within the short span of the Summer term."*

*Recommendation: Wording changes should be made to the Graduate Assistantship Regulations and the University Catalog to accurately reflect the standard for retention that the University imposes.*

**Change in the Grading System:**

A study of peer institutions revealed that a common practice for identifying "works in progress" is "DC" for deferred credit rather than "I" or incomplete as has been EIU's history. The DC designation would indicate that the student remained enrolled and will receive credit for the work upon final completion of the project.

**Grading System****Credit**

The unit of credit measure is the semester hour. One semester hour approximates the effort expended in 50 minutes of class work and 100 minutes of study during each week of the semester.

**Grades**

<u>Grade</u>	<u>Description</u>	<u>Value</u>
A	Excellent and Acceptable Credit	4
B	Good and Acceptable Credit	3
C	Limited for Graduate Level Credit	2
D	Unacceptable for Graduate Level Credit	1
F	Failing - No Credit	0
CR	Credit	--
NC	No Credit	--
I	Incomplete	--
DC	Deferred Credit	--
W	Withdrew-- No Grade	--
WP	Withdrew-- Passing	--
WF	Withdrew-- Failing	--
X	No Grade Submitted	--
AU	Audit	--

**Grades of A and B**

Grades of A and B reflect the level of competence that is acceptable for graduate credit.

**Grades of C**

Grades of C are limited for graduate level credit. Grades of C may be used to fulfill the requirements for a degree program; however, a graduate candidate receiving more than nine semester hours of graduate credit with a grade below B is disqualified from degree candidacy. Disqualified candidates are automatically reclassified as non-degree post-baccalaureate students.

**Grades of D or F**

Both grades of D and F are unacceptable for graduate-level credit. Courses in which a graduate candidate earns a grade of D or F may not be used to fulfill any requirement for the degree program. A graduate candidate receiving more than nine semester hours of graduate credit with a grade below B is disqualified from degree candidacy. Disqualified candidates are automatically reclassified as non-degree post-baccalaureate students.

**Credit/No Credit**

Certain graduate courses such as thesis, independent study, field study, or internship, may be designated by a department or program as "credit/no credit." Students who successfully fulfill the requirements for a course designated credit/no credit receive a "CR" on their transcript. Students who do not successfully fulfill the requirements receive an "NC" for the course. The credit/no credit designation is only available for those courses so designated.

**Incomplete for Courses**

The grade "I" or "incomplete" for graduate courses is given only when, because of illness or some other valid reason, a student's progress in a course is delayed so that not all requirements for the course are fulfilled by the official closing date of the term. A student receiving a grade of "I" must prepare an instructor-approved plan which will allow completion of the work no later than the end of the next grading period in which the student is in residence but not later than one calendar year from the end of the term in which the grade of "I" was received. If the plan is accomplished, the instructor will submit a "Removal of Incomplete Grade Form" indicating the appropriate grade to the Records Office. To insure that the Graduate School can certify removal of the incomplete, it is recommended that the Removal of Incomplete Grade Form be on file with the Records Office no later than the Last Class Day published in the *Class Schedule*. If the conditions are not met, the student will not be afforded the opportunity to complete the requirements necessary to receive a grade in the course, and the grade of "I" will be permanently recorded on the transcript. Instructors are responsible for making arrangements with the department chair regarding the execution of approved plans to change an incomplete if the instructor will be away from campus during the program completion period.

**~~Incomplete for Field Experience, Independent Study, Thesis, or Research~~**

~~Graduate courses such as field experience, independent study, thesis, or research may require work over several terms before the final project is completed. The grade of "I" will be recorded for these courses until the instructor has filed a "Removal of Incomplete" form with the Records Office. To insure that the Graduate School can certify removal of the incomplete, it is recommended that the Removal of Incomplete Form be on file with the Records Office no later than the Last Class Day published in the *Class Schedule*.~~

**Deferred Credit:**

Graduate courses such as field-experience, independent study, thesis, or research may require work of a continuing nature over several terms before the final project is completed. The grade of "DC" or "Deferred Credit" will be recorded for these courses and designates that the student remained enrolled for credit throughout the term. Upon completion of the final project, the instructor will file a "Removal of Deferred Credit" form with the Records Office no later than the Last Class Day published in the *Class Schedule*.

**Withdrawal With No Grade**

Students withdrawing from a course or from the University within the first 10 class days of the semester receive no grade for the course. Students withdrawing from a course or from the University between the 11<sup>th</sup> day and the Friday of the 9<sup>th</sup> week of the term will receive the grade designation of "W" or "Withdraw" on the transcript.

**Withdrawal Passing or Withdrawal Failing**

Students who withdraw after the Friday of the 9<sup>th</sup> week of class but before the Friday of the 11<sup>th</sup> week of class will receive a "WP" or "Withdraw Passing" if the work in the course is passing. The "WF" or "Withdraw Failing" will be given if the work in the course is failing. Students may not initiate withdrawal from a course later than the Friday of the 11<sup>th</sup> week of the semester. Cutoff dates for intersession and summer terms are reduced proportionally. Specific withdrawal dates are listed in the *Class Schedule* published each term.

**Audit**

With permission of the instructor, graduate candidates may enroll for a class as an auditor. Students must obtain an audit card from the Registration Office and return the completed card signed by the instructor of the class to the Registration Office. Deadlines to submit audit requests are listed in the *Class Schedule* published each semester. If the student satisfies the audit requirements established by the course instructor, then the "AU" designation will appear on the transcript. If the course instructor determines that the student's performance did not meet the audit requirements, no grade entry will appear on the transcript. Courses taken under the audit category are considered part of the maximum load. Tuition and fees for auditing courses are the same as courses taken for credit.